



City of Austin - JOB DESCRIPTION



Archivist I

FLSA:	Standard/Exempt	EEO Category:	(20) Professionals
Class Code:	15100	Salary Grade:	NU6
Approved:	October 17, 2012	Last Revised:	October 24, 2012

Purpose:

Under general direction, provides archival reference services to the public, processes archival collections, and provides public programs.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Provides archival reference and research services
2. Organizes, processes and conserves archival and/or library collections
3. Compiles and creates finding aids and reference guides by organizing and describing records so that information is accessible
4. Assists public in using collections by explaining available resources and methods for locating information
5. Assists with curating and appraisals to determine function, authenticity and evidentiary value
6. Conducts meetings, training and public programs
7. Provides tours of the Austin History Center to public and staff
8. Assists in planning exhibits by organizing and interpreting historical records for public presentation
9. Collects, maintains and reports statistics

Responsibilities - Supervisor and/or Leadership Exercised:

None

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of archival standards, issues, practices, and trends.

Knowledge of conservation issues, practices, and trends.

Knowledge of reference tools and procedures.

Knowledge of records management issues and practices.

Knowledge of digital imaging issues and trends, especially in regards to archival practice.

Skill in using standards for archival description, cataloging, and networked resource sharing for archival objects and descriptions.

Skill in oral and written communication including presentation.

Skill in organizing and interpreting historical records for public presentation.

Skill in using computers, related software and desktop applications.

Skill in prioritizing work assignments.

Skill in establishing and maintaining effective relationships with employees and the public.

Minimum Qualifications:

- Master's degree in Library or Information Science, or related to the assigned program from an ALA accredited university, with specialization in archival enterprise and/or administration;
- Master's degree in History/Public History with coursework in archival administration, or a Master's Degree in a related field, may substitute for the required Master's degree in Library or Information Science.

Licenses and Certifications Required:

May require a valid operator's license and the use of a personal vehicle.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.